

Missouri Alert Network Contact Information Form

Form A: Public or NonPublic School District Form

*A **Contact Information Form** must be completed for each person deemed to receive messages from the Missouri Alert Network.¹ (Additional copies of this form should be made as needed). A form will not be considered valid unless it is signed by the superintendent of the district (or in the case of a nonpublic district, the chief executive officer).*

**Internal Use Only: This Section to be Completed by the
Missouri School Boards' Association**

- 1. Date Form Received** _____
- 2. Missouri County** _____
- 3. Missouri Highway Patrol Troop Region** _____

This Section to be Completed by the Contact

1. Name and Title of Contact (Please Print)

Name: _____

Title: _____

2. Contact's School District Name and Mailing Address (Please Print)

District Name: _____

Mailing
Address: _____

¹ There is no cost to a district to have one person receive messages from the Missouri Alert Network. The Missouri School Boards' Association will invoice a school district one hundred dollars per year for each additional person to receive network messages.

3. Telephone Number(s) and Email Address(es) for Contact²

Telephone
Number(s) ____ ____ - ____ ____ - ____ ____

Email Address(es) _____ @ _____

_____ @ _____

**This Section to be Completed by the Superintendent
or the Chief Executive Officer**

4. Name and Signature of School District Superintendent (or Chief Executive Officer)

Name (Please Print) _____

Signature of School District Superintendent
or Chief Executive Officer

Signature

Date _____

Upon completion, Contact Information Forms should be mailed or sent by facsimile to—

Brent Ghan, Chief Communications Officer
Missouri School Boards' Association
General Headquarters Building
2100 I-70 Drive Southwest
Columbia, Missouri 65203
Facsimile: 573-445-9981

²In the event the Missouri Alert Network is activated, a message will be sent to the telephone number(s)—landline and cellular— and the email address(es) listed in # 3 above. Toll-free telephone numbers (e.g. 800 numbers) may not be used as contact telephone numbers in the Missouri Alert Network.